



<https://govhelp.in/job/swiggy-recruitment-2023-freshers-jobs-office-staff-posts/>

Swiggy Recruitment 2023 – Freshers Jobs – Office Staff Posts

Job Location

India
Remote work from: Brazil

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 12,000 - USD. 17,000

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Swiggy Recruitment 2023

Join Swiggy as an Office Staff member and contribute to the smooth operation of our office. As an Office Staff, you will play a vital role in providing administrative support and ensuring the efficient functioning of various office activities. This is an exciting opportunity to be part of a dynamic team and contribute to the success of one of the leading food delivery platforms in the country.

(adsbygoogle = window.adsbygoogle || []).push({});

Swiggy Jobs Near Me

Responsibilities:

1. Administrative Support: Assist in day-to-day administrative tasks, including managing correspondence, scheduling appointments, and organizing meetings. Maintain office supplies and equipment, ensuring their availability and functionality. Handle incoming calls, inquiries, and redirect them appropriately. Prepare and distribute documents, reports, and presentations as required.
2. Data Management: Maintain accurate and up-to-date records and databases. Enter and update information in spreadsheets, databases, and other systems. Perform data entry and verification tasks with a high level of attention to detail. Retrieve and compile data for various reports and analyses. Ensure data confidentiality and integrity.
3. Coordination and Communication: Collaborate with internal teams and external stakeholders to facilitate smooth communication and coordination.

Hiring organization

Swiggy

Date posted

June 15, 2023

Valid through

31.12.2023

APPLY NOW

Assist in arranging travel, accommodations, and logistics for team members or visitors as needed. Act as a point of contact for employees and visitors, providing information and assistance when required. Assist in organizing company events, conferences, and employee engagement activities.

(adsbygoogle = window.adsbygoogle || []).push({});

Swiggy Careers

Skills:

1. Organizational Skills: Strong organizational skills with the ability to prioritize tasks, multitask, and meet deadlines effectively. Attention to detail and accuracy in data entry and record keeping. Ability to maintain confidentiality and handle sensitive information with discretion.
2. Communication Skills: Excellent verbal and written communication skills. Proficiency in English and the ability to interact with individuals at all levels of the organization. Active listening skills and the ability to respond to inquiries and requests in a professional and timely manner.
3. Computer Skills: Proficiency in using office productivity tools such as MS Office (Word, Excel, PowerPoint) and other relevant software applications. Familiarity with email and internet usage. Ability to learn new software and systems quickly.

Important Links Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});